

# Savi 8240/8245 Office

User Guide

# Contents

DECT Information	<b>3</b>
DECT Enhanced Security	<b>3</b>
Overview	<b>4</b>
Base and Headset Basics	<b>4</b>
Accessories	<b>4</b>
Hook up system	<b>5</b>
Desk phone setup details	<b>5</b>
Position Your Base	<b>7</b>
Fit and charge	<b>8</b>
Customize Your Headset	<b>8</b>
Charge your headset and spare battery	<b>12</b>
Talk time	<b>12</b>
Headset battery status	<b>12</b>
Pair	<b>13</b>
Auto connect feature	<b>13</b>
Load software	<b>14</b>
Adjust headset microphone volume (softphone)	<b>14</b>
Plantronics Hub configurable settings	<b>14</b>
The basics	<b>16</b>
Headset Controls	<b>16</b>
Make, answer, end calls	<b>16</b>
Change your default phone line	<b>16</b>
Get a dial tone	<b>16</b>
Transfer mobile audio	<b>16</b>
Audio streaming	<b>17</b>
Optimize audio quality	<b>17</b>
Limit office noise	<b>17</b>
Mini conference call	<b>17</b>
Set up a conference call	<b>17</b>
More Features	<b>18</b>
Base Subscription Button	<b>18</b>
Troubleshooting	<b>20</b>
Headset	<b>20</b>
Desk Phone	<b>21</b>
Mobile	<b>21</b>
Softphone	<b>21</b>
Support	<b>23</b>

# DECT Information

**DECT products should never be used outside the region in which they were originally purchased and intended to be used.**

The enclosed DECT 6.0 wireless product uses restricted wireless radio frequencies which vary by country. DECT 6.0 devices are generally authorized for use in the US/Canada/Mexico. Use of this DECT 6.0 product in unauthorized countries is a violation of law, may disrupt telecommunications networks and devices, and can subject you to fines and penalties by regulatory agencies.

## DECT Enhanced Security

Plantronics is a member of the DECT Forum and has fully adopted their recommendations for enhancements to security within all DECT products.

Plantronics DECT-based products now fully incorporate the latest recommendations on Enhanced Security from the DECT Forum and ETSI. These improvements cover registration, authentication, authorization and encryption procedures. Plantronics DECT products are now secure against all the known vulnerabilities that were highlighted by the public announcements of the Chaos Council in 2009.

Plantronics DECT products have been tested against and passed the DECT Forum security certification requirements and consequently have been granted 'DECT Forum security' logo certification.

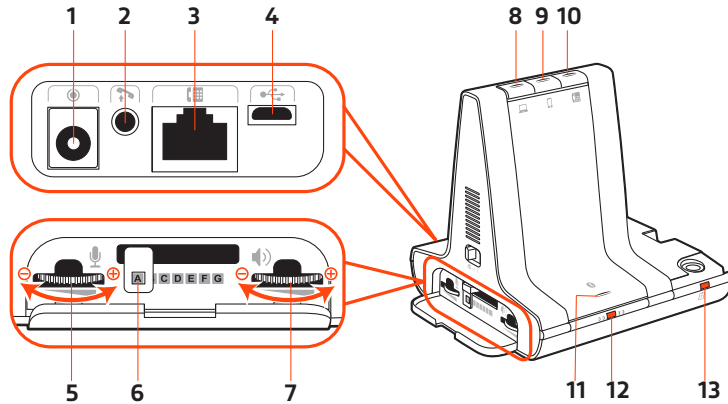
Plantronics products using the new enhanced version of DECT that includes these security improvements are marked on the base with the DECT Forum security logo.



# Overview

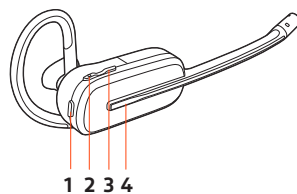
## Base and Headset Basics

### Base



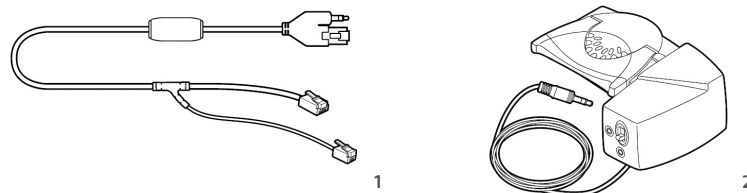
- |                                   |                                 |
|-----------------------------------|---------------------------------|
| 1 Power jack                      | 8 Computer button               |
| 2 Handset lifter jack             | 9 Mobile phone button           |
| 3 Telephone interface cable jack  | 10 Desk phone button            |
| 4 USB port                        | 11 Bluetooth pairing button/LED |
| 5 Desk phone speaking volume      | 12 Subscription button/LED      |
| 6 Desk phone configuration switch | 13 Charging LED                 |
| 7 Desk phone listening volume     |                                 |

### Headset



- |                      |               |
|----------------------|---------------|
| 1 Mute button        | 4 Call button |
| 2 Volume down button | 5 Headset LED |
| 3 Volume up button   |               |

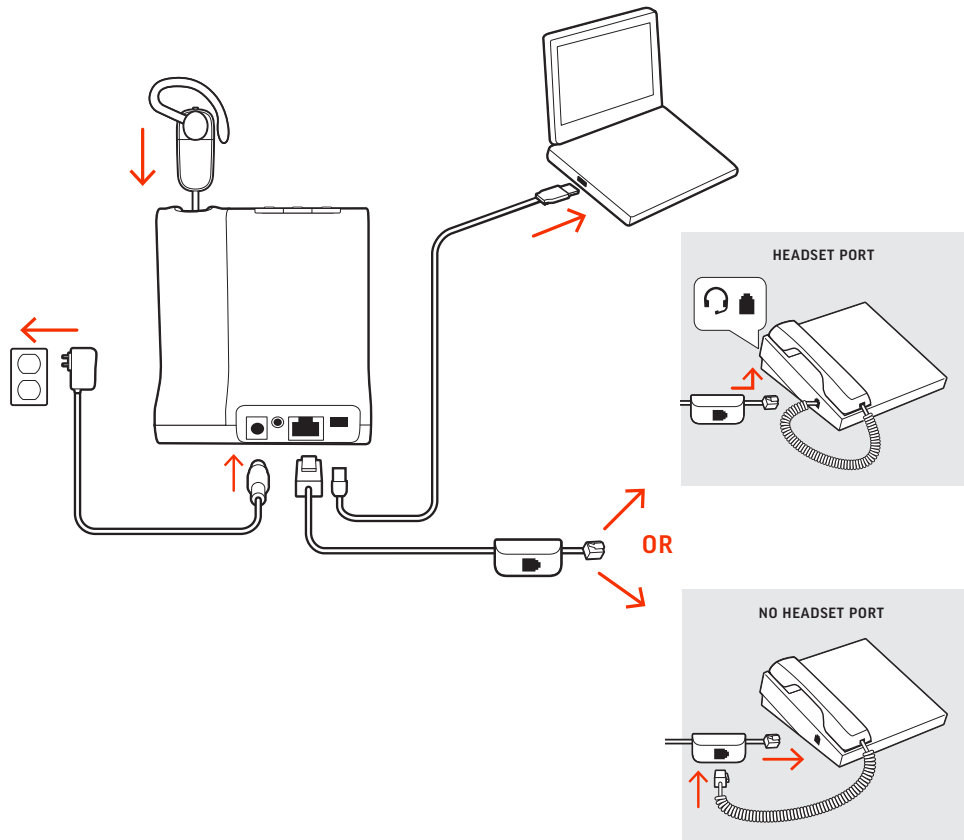
## Accessories



- 1 Electronic hookswitch cable (EHS cable)** Electronically and automatically answers/ends a desk phone call. Enables remote call control with your headset.
- 2 HL10 lifter** Automatically lifts handset and returns it to the cradle. Enables remote call control with your headset.

# Hook up system

Using the diagram, connect your headset system.



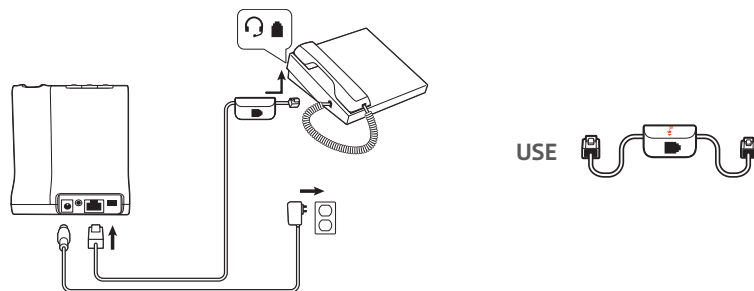
**NOTE** Base configuration settings


Desk phone	Setting (on base's side panel)
Most phones	A
Cisco phones	D
Cisco phones with EHS cable	A

## Desk phone setup details


Choose a desk phone setup A, B, C or D and connect cables.

### A Desk phone with dedicated headset port

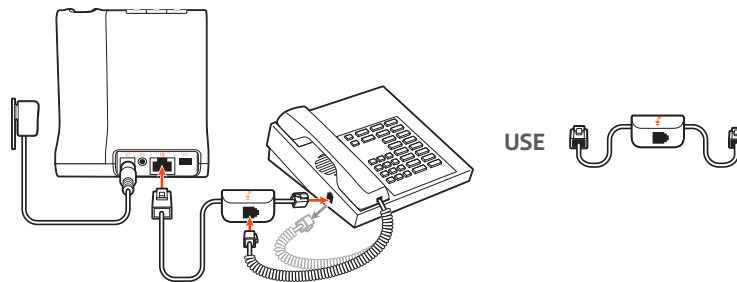


- Connect one end of the telephone interface cable to the back of the base
- Connect the other end of the telephone interface cable into the dedicated headset  port on the desk phone

**IMPORTANT** Cisco phones use configuration D on the bottom of the base. Most other phones use default configuration A.

**NOTE** Use this setup if you are not using the HL10 lifter or EHS cable. In this configuration, press both the headset  button on your desk phone and the call control button on the headset to answer or end calls.

#### B Desk phone (standard)

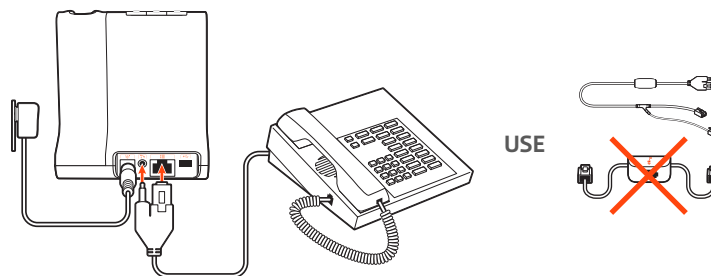


- Connect one end of the telephone interface cable to the back of the base
- Disconnect the handset coil cord from the base of the desk phone and re-connect it to the telephone interface cable junction box
- Finally connect the remaining end of the telephone interface cable into the open handset port on the desk phone

**IMPORTANT** Cisco phones use configuration D on the bottom of the base. Most other phones use default configuration A.

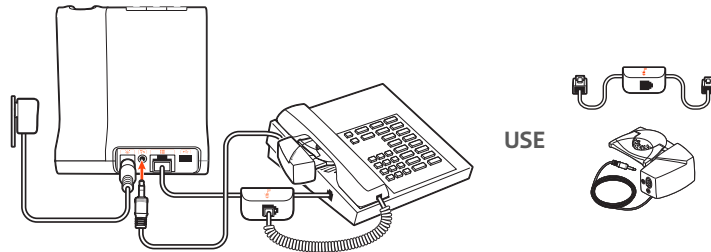
**NOTE** Use this setup if you are not using the HL10 lifter or EHS cable and your desk phone does not have a dedicated headset port. In this configuration, manually remove the handset on your desk phone and press the call control button on the headset to answer or end calls.

#### C Desk phone + EHS cable (sold separately)



**IMPORTANT** Use configuration A on the bottom of the base, which works for most phones including Cisco phones.

#### D Desk phone + HL10 lifter (sold separately)



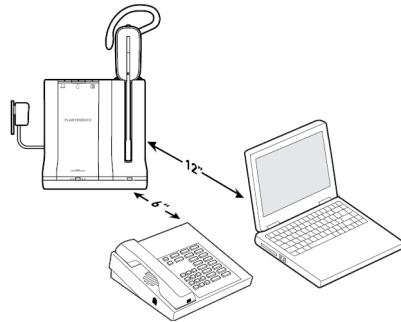
**IMPORTANT** Cisco phones use configuration **D** on the bottom of the base. Most other phones use default configuration **A**.

### Position Your Base

The minimum recommended separation between your desk phone and the base is 6 inches.

The minimum recommended separation between the base and computer is 12 inches. Incorrect position can cause noise and interference problems.

**NOTE** Headset cradle may vary, but function is the same.



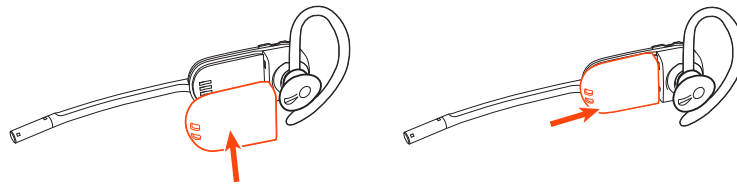
# Fit and charge

## Customize Your Headset

After you install the headset battery, choose one of the three headset wearing styles, over-the-ear, over-the-head or behind-the-head. Use the fit kit to assemble it and optimize the position of the microphone.

### Install the Headset Battery

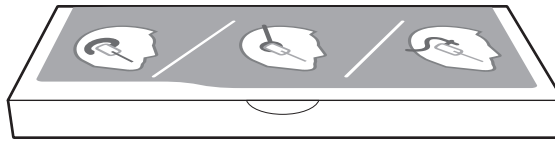
Position the battery as shown on the headset and slide into position until the battery snaps into place.



**NOTE** This product has a replaceable battery. Use only the battery type supplied by Plantronics.

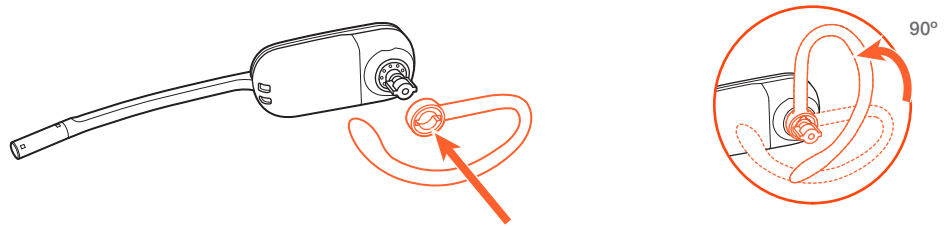
### Use the Fit Kit to Assemble Your Headset

Choose a headset wearing style and use the fit kit to assemble it over-the-ear, over-the-head or behind-the-head.



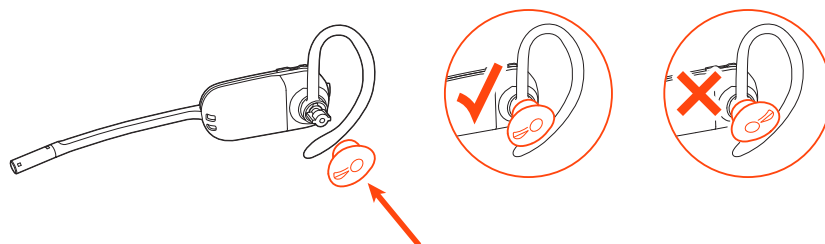
### Right Over-the-Ear Assembly

- 1 Choose the size of earloop that fits most comfortably. Align the earloop as shown and insert it onto the headset. Rotate the earloop up 90°.



**NOTE** Ensure the earloop is flat against the headset before rotating.

- 2 Choose the size and style of eartip that fits most comfortably. Align the eartip with the notch facing the microphone as shown. Press on to attach.



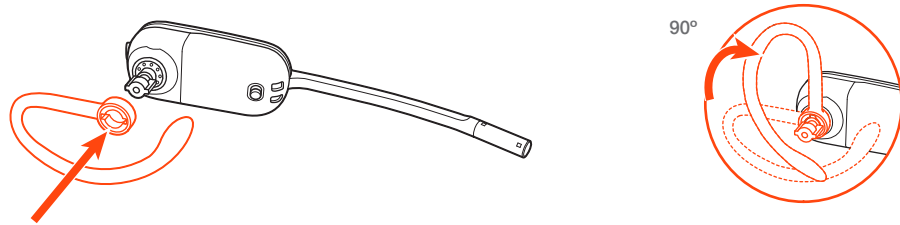
**NOTE** Ensure the large end of the eartip points to the microphone.



- 3 To correctly position your headset, see Position Your Headset.

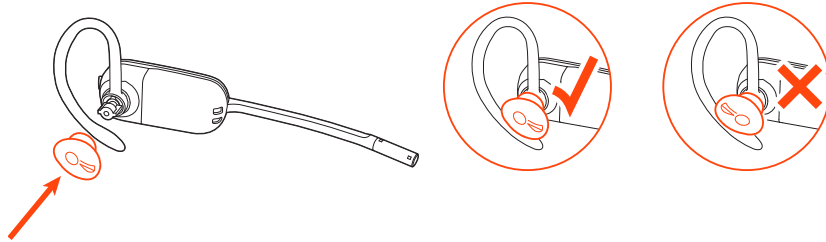
#### Left Over-the-Ear Assembly

- 1 Choose the size of earloop that fits most comfortably. Align the earloop as shown and insert it onto the headset. Rotate the earloop up 90°.



**NOTE** Ensure the earloop is flat against the headset before rotating.

- 2 Choose the size and style of eartip that fits most comfortably. Align the eartip with the notch facing the microphone as shown. Press on to attach.



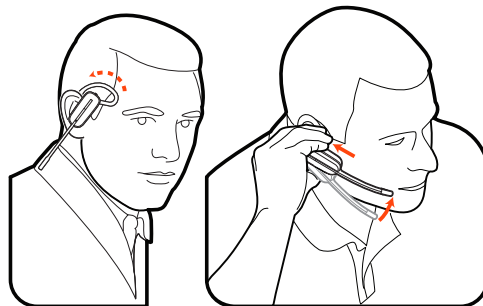
**NOTE** Ensure the large end of the eartip points to the microphone.

- 3 To correctly position your headset, see Position Your Headset.

#### Position your headset

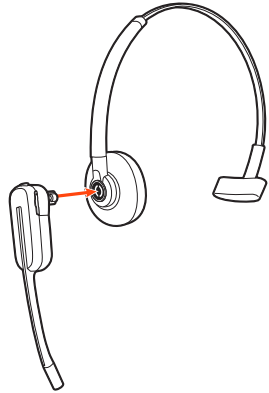
When you wear the headset, the microphone should rest as close to your cheek as possible without touching. The microphone can be adjusted inward by the pivoting earpiece to optimize the position of the headset.

- 1 Slide the headset over and behind your ear and fit the eartip into your ear.
- 2 Holding the base of the headset, push it in and back towards your ear to allow the pivoting earpiece to bring the microphone close to your mouth. As the base of the headset moves backwards, you will feel soft clicks until the microphone rests close to your cheek.

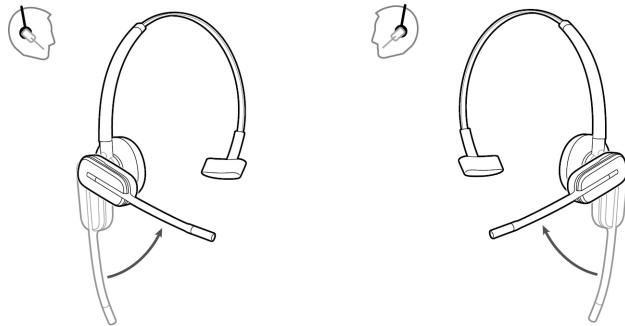


#### Over-the-head assembly

- 1 Hold the headband so it is aligned to receive the headset as shown and insert the headset into the headband.



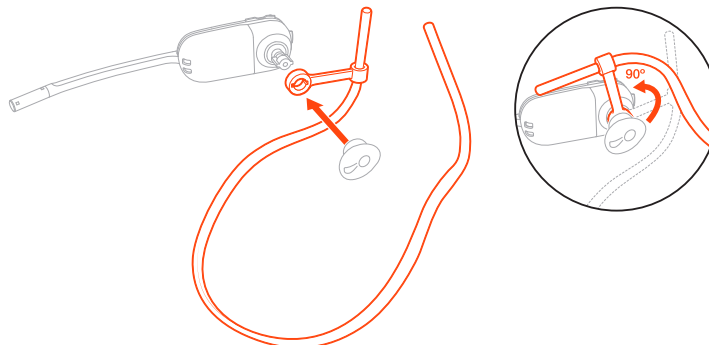
- 2 Rotate the headset up. The headband can be worn on the right or left side.



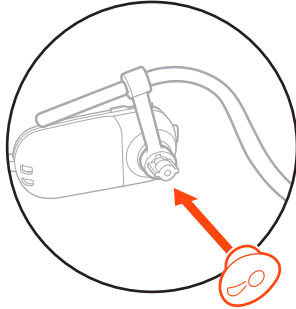
- 3 To optimize the position of the headset, push the headset in so the microphone is close to your mouth.

#### Behind-the-Head Assembly

- 1 Align the headband as shown. Ensure the headband sits flat against the headset, then rotate it up 90°. If you want to wear it on the left, switch the stem to the left side of the headband.

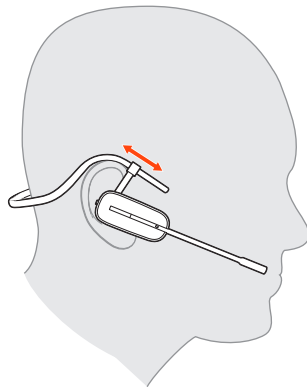


- 2 Choose the size and style of the eartip that fits most comfortably. Align the eartip with the notch facing the microphone as shown. Press on to attach.

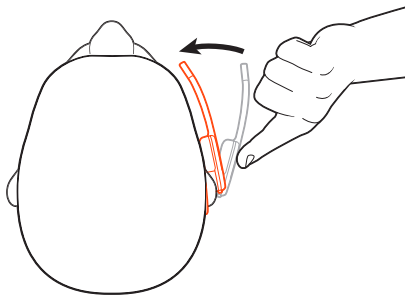


**NOTE** Ensure the large end of the ear tip points to the microphone.

- 3 To position your headset correctly, first slide the stem of the headband so the headset fits comfortably.



- 4 With a finger on the headset indicator light, push in until the microphone rests as close to your cheek as possible without touching.



## Charge your headset and spare battery

### Charge your headset

Place the headset in the charge cradle. The base charging LED flashes green when charging the headset and turns solid green when the headset is fully charged. Charge for at least 20 minutes prior to the first use. A full charge takes 3 hours.

### Charge spare battery (Savi XX45 models only)

The spare battery ships in the compartment on the side of the charge cradle. When the base is powered the battery charges. While charging the charge LED flashes green and turns to solid green once charged.

**NOTE** You can replace the headset battery with the spare battery even during active calls.

## Talk time

With a full charge, the headset provides up to 4.5 hours of continual talk time in *wideband* mode and up to 6.5 hours in *narrowband* mode.

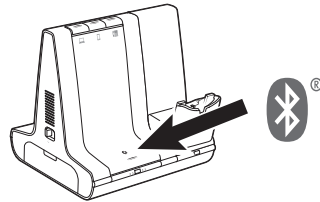
## Headset battery status

To determine your headset battery status:

- Hover over the Plantronics Hub system tray icon
- Press the base subscription button; the base Audio buttons light up (solid green is high battery, flashing green is medium, flashing yellow is low, flashing red is critical).

# Pair

- 1 To pair your base and mobile phone, press and hold the Bluetooth pairing button on the base for 4 seconds until the Bluetooth LED flashes red and blue.



- 2 Go to Bluetooth settings on your mobile phone and select **PLT Savi/Poly Savi**. Once successfully paired, the Bluetooth LED on the base turns solid blue.

## Auto connect feature

Once you have paired and connected your mobile phone to the base, the base automatically connects to it when you are in range of your base.

To manually disconnect/connect your mobile phone from the base, press the base Bluetooth button.

You may customize this feature in Plantronics Hub **Settings > Wireless > Auto Connect to Mobile Phone**.

# Load software

**IMPORTANT** Some softphones require the installation of Plantronics Hub for Windows/Mac to enable headset call control (answer/end and mute) functionality.

Download Plantronics Hub for Windows/Mac by visiting [plantronics.com/software](http://plantronics.com/software).

Manage your headset settings on your computer with Plantronics Hub:

- Call control for softphones
- Update firmware
- Turn features on/off
- View user guide

Place a test softphone call and adjust softphone volume and PC sound volume accordingly.

Adjust headset  
microphone volume  
(softphone)

Plantronics Hub  
configurable settings

Plantronics Hub tab	Feature
General	Answering Call Alert Audio channel tone Audio sensing Close conversation limiting Default phone line Online indicator Second incoming call Headset to PC radio link Plantronics product improvement program Software log level
Language	Change language of voice prompts <i>Brazilian Portugese, Cantonese, Danish, English (UK, US), French, German, Indonesian, Italian, Japanese, Korean, Mandarin, Norwegian, Russian, Spanish, Swedish and Thai</i>
Ringtone and Volume	Desk phone ringtone PC ringtone Mobile phone ringtone Volume level tones Wearing preference for volume control (stereo audio) Ring location
Softphones	Dial tone Target softphone Media player action on incoming call Softphones and media players (PLT enabled)
Wireless	Audio Quality Auto connect to mobile phone Bluetooth Mobile voice commands Over-the-air subscription Range

---

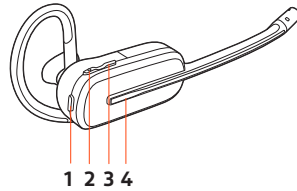
Plantronics Hub tab	Feature
Advanced	Anti-startle Noise exposure

---

# The basics

## Headset Controls

Now that you've assembled your headset, installed the software and connected your phones, read this section to learn about the headset features, how to use the controls and more.







- 1 Mute button** During a call, press to mute and unmute
- 2 Volume down**  
Toggle the volume lower
- 3 Volume up/Conference/Subscription**  
Toggle the volume higher; press to request to join a conference call or to subscribe to the base
- 4 Call button** Press to place, answer, or end a call

## Make, answer, end calls

On the top of the base there are three Audio buttons: computer, mobile, desk phone. These buttons allow you to switch to a different phone line/audio channel.




### Make a call

- Tap an Audio button    on the base. You hear a dial tone.  
**Desk phone only:** Press the phone's Headset  button or manually remove the handset if you don't have an HL10 lifter or EHS cable.

**TIP** If you do not hear a dial tone, open the base side panel and adjust the middle switch (A--G). "A" works for the majority of desk phones. "D" works for Cisco phones.

- Dial from your softphone/mobile phone/desk phone.

### Answer/end a call

To answer or end a call, tap the Audio button    on the base or tap the headset Call button.  
**TIP** Headset call control for the computer requires Plantronics software and softphone compatibility. See "Download software."

### Answer a second call

- While on a call, press the headset Call button for 2 seconds to answer the second call. This will place the first call on hold.
- To switch between the calls, press the headset Call button for 2 seconds.

## Change your default phone line

With the system idle, change your default phone line/audio channel by pressing and holding for 4 seconds the desired base Audio button until it flashes green 4 times. *Customizable in Plantronics Hub also.*

## Get a dial tone

To open an audio channel or get a dial tone, press the headset Call button for 1 second while the system is idle; the default base Audio button turns green.

## Transfer mobile audio

When you answer a call, the audio stays with that device (if you answer with the headset, the audio stays on the headset; answer with your mobile phone, the audio stays on your mobile).



- 1 To transfer a mobile call **from your headset to your mobile phone**, press the base mobile phone button for 3 seconds. The green LED turns off.
- 2 To transfer a mobile call **from your mobile phone to your headset**, press the base mobile phone once. The green LED turns on.

#### Audio streaming

To stream audio from your computer or mobile device, first press the computer or mobile base Audio button and then play the audio.

#### Optimize audio quality

There are 2 audio modes: wideband (default) and multimedia (high quality listening). To optimize your audio quality for your activity, with the system idle, press the headset volume up button for 4 seconds. The base cycles through the modes with each 4 second press. Also configurable in Plantronics Hub.

#### Limit office noise

You can limit the amount of nearby conversation that is transmitted during your calls. Open Plantronics Hub. Go to **Settings > General > Close Conversation Limiting**. Changes take effect with the next call. The default is Standard mode which is optimized for most environments.

#### Mini conference call

Simultaneously hold the base buttons of any two of the three base buttons until the LEDs become solid green to combine the audio of any two devices and create a mini conference call.

#### Set up a conference call

You can set up a conference call with 3 additional headsets.

##### Join Savi headsets automatically

- 1 While on a call, place the guest headset into the primary user's charge cradle. The base subscription LED flashes green.
- 2 The primary user will hear a request "Conference requested." To accept the request, press the primary user's headset Call button. The base subscription LED turns solid yellow to indicate conference call mode. View conference call status by going to Plantronics Hub **About > Connections > Conferenced headsets**.

##### Join Savi headsets manually

- 1 While on a call, press the base subscription button. The base subscription LED flashes yellow and green.
- 2 Hold the guest headset's Volume up until the headset LED turns on.
- 3 The primary user will hear a request "Conference requested." To accept the request, press the primary user's headset Call button. The base subscription LED turns solid yellow to indicate conference call mode. View conference call status by going to Plantronics Hub **About > Connections > Conferenced headsets**.

##### Exit a conference call

- 1 Guest headsets can remain as guests through multiple calls. To remove a guest headset, either press the guest headset's Call button or dock the primary user's headset in the charge cradle.

# More Features

## Base Subscription Button

The headset and base that came in the box are subscribed (connected) to each other. However, if you wish to use a new headset or need to restore subscription to your current headset (base subscription button is red), the units can be subscribed to each other by the following methods.

The subscription button is below the Bluetooth button on the front of the base.

### Base Subscription Button LED

Base Subscription LED	Base Status
Flashes green and red	Primary headset subscription mode
Solid green	Primary headset subscribed to base
Solid yellow	Active conference call with guest headsets
Solid red	No headset subscribed
Flashes green 3X, the yellow 2X	Security level changed from enhanced to standard

### Set the Range

Changing the range can help with desk phone/PC audio quality, improve user density or restrict range of users.

You can change the range using the subscription button on the base. With the system idle, press the subscription and desk phone buttons for 3 seconds. With each 3 second press the desk phone button will cycle through ranges: green for high range, yellow for medium and red for low.

Setting	Range
High (Default) (green)	up to 350 ft.
Medium (yellow)	up to 150 ft.
Low (red)	up to 50 ft.

You can also adjust the range setting in Plantronics Hub **Settings > Wireless > Range**.

### Automatic secure subscription

With your system idle, docking a new headset automatically subscribes it to the base, making it the primary headset. The base subscription LED blinks green/red during subscription mode and remains green when the new subscription is established.

### Manual secure subscription

With your system idle and your headset docked, double press the subscription button on the base. The subscription light will flash red and green. When the subscription light on the base becomes solid green, the headset and base are subscribed to one another.

### Manual over-the-air subscription

- 1 With your system idle and your headset undocked, double press the subscription button on the base. The subscription light will flash green and red.
- 2 Press the headset volume up button until the headset LED turns on. Upon release, you hear "pairing." When the subscription light on the base remains solid green, the headset and base are subscribed to one another; you hear "pairing successful. Base connected."

**NOTE** *If the base subscription LED goes solid red, after flashing red/green, the subscription attempt has failed and should be repeated.*

#### **End Subscription**

If the base is in subscription mode and you want to stop the base from searching for a headset, press the subscription button again. The subscription light will be solid red for four seconds and then go to its previous state.

#### **Disabling Over-the-Air Subscription**

The Savi system ships with the over-the-air headset subscription enabled. In a multi-shift environment, you may want to disable this mode of subscription.

To disable over-the air subscription, while your system is idle, hold the subscription button and the base computer button down simultaneously until the base computer button LED flashes (green for enabled, red for disabled).

You can also adjust the over-the-air subscription setting in Plantronics Hub **Settings > Wireless**.

# Troubleshooting

## Headset

---

My headset is unstable.	When you wear the headset, the microphone should rest as close to your cheek as possible without touching. The microphone can be adjusted inward by the pivoting earpiece to optimize the position of the headset. See <a href="#">Position Your Headset</a> .
Talk time performance is significantly degraded even after a full recharge.	Battery is wearing out. Contact us at <a href="http://plantronics.com/support">plantronics.com/support</a> .
I can't hear a dial tone in the headset.	<p>Make sure your headset is charged.</p> <p>Make sure your headset is subscribed to base. See <a href="#">Base Subscription</a>.</p> <p>Press the base desk phone button.</p> <p>Make sure the lifter is lifting the handset high enough to operate the hookswitch; set to a higher setting if necessary.</p> <p>Adjust the configuration switch on the base until a dial tone is heard. The default <b>A</b> works for most phones. See <a href="#">Make a Desk Phone Call</a>.</p> <p>Fine tune the listening volume with the headset call control button. See <a href="#">Adjust Your Headset Volume</a>.</p> <p>If the volume is still too low, adjust the desk phone listening volume on the base. See <a href="#">Adjust Your Headset Volume</a>.</p>
I hear static.	Make sure there is at least 12 inches between your base and your computer, and 6 inches between your base and your telephone. If adjusting the distance doesn't help, your headset is going out of range, move closer to the base. See <a href="#">Position Your Base</a> .
The sound is distorted.	<p>Lower the desk phone speaking volume and/or desk phone listening volume on the base. For most telephones the correct setting is position 3. See <a href="#">Adjust Your Headset Volume</a>.</p> <p>If your desk phone has a volume control, lower until the distortion disappears.</p> <p>If the distortion is still present, adjust the headset volume control to lower the headset speaker volume. See <a href="#">Adjust Your Headset Volume</a>.</p> <p>Make sure there is 12 inches between your base and your computer, and 6 inches between your base and your telephone. See <a href="#">Position Your Base</a>.</p>
I hear echo in the headset.	<p>Lower the desk phone speaking volume and/or desk phone listening volume on the base. For most telephones the correct setting is position 3. See <a href="#">Adjust Your Headset Volume</a>.</p> <p>If the audio level is too low in this position, increase the headset volume. See <a href="#">Adjust Your Headset Volume</a>.</p> <p>If your speaking volume is too low for your listener in this position, adjust the position of the headset to make sure the microphone is as close as possible to your mouth.</p> <p>Adjust the configuration switch on the base until a dial tone is heard. The default <b>A</b> works for most phones. See <a href="#">Make a Desk Phone Call</a>.</p>

---

	People I talk to can hear a buzz in the background.	<p>Move the base further away from your phone. See <a href="#">Position Your Base</a>.</p> <p>If the base power supply is plugged into a power strip, plug it into the wall directly.</p>
<b>Desk Phone</b>	The handset lifter is installed but does not lift the handset.	Be sure the handset lifter power cord is firmly pushed into the handset lifter jack on the base.
<b>Mobile</b>	Pairing problems	<p>Ensure the Bluetooth LED on the base flashes red and blue by pressing the Bluetooth button for four seconds.</p> <p>Ensure the Bluetooth mobile phone is in search mode.</p> <p>When an active Bluetooth connection has been made, the base Bluetooth LED is solid blue.</p>
	Why doesn't the base automatically reconnect with my mobile phone?	<p>Ensure Plantronics Hub software had been installed.</p> <p>Adjust the "Auto-connect to mobile phone" in Plantronics Hub <b>Settings &gt; Wireless</b>. Make sure that "Never" is not selected.</p>
<b>Softphone</b>	When I dial from my softphone application, nothing happens.	<p>Ensure your headset is charged.</p> <p>Ensure your headset is subscribed to the base. See <a href="#">Subscribing a Headset</a>.</p> <p>Ensure that the Plantronics software is installed. To download, visit <a href="http://plantronics.com/software">plantronics.com/software</a>.</p> <p>Ensure that you are using a compatible softphone application. For a list of compatible softphones, visit <a href="http://plantronics.com/software">plantronics.com/software</a>.</p> <p>If the Plantronics software is not installed and you do not have a compatible softphone, you must first press the base computer call button and then use the softphone interface to place/answer/end calls.</p> <p>Ensure that the headset is the default sound device by going to your Sound Control Panel (Windows) or your Sound System Preferences (Mac).</p> <p>Restart your computer.</p>
	Speaking and/or listening volume is too low or too high.	<p>Adjust headset listening volume with volume button.</p> <p>Adjust listening/speaking volumes in the computer's sound control panel/system preferences.</p> <p>Adjust listening/speaking volumes in the softphone application.</p>
	The sound is distorted or I hear an echo in the headset.	<p>Reduce speaking and/or listening volume on the computer using your softphone application.</p> <p>Point microphone towards your chin.</p> <p>If the distortion is still present, lower the volume on the headset.</p>
	I can no longer hear any audio through my PC Speakers.	<b>For Windows XP systems</b>

- Go to **Start > Control Panel > Sounds and Audio Devices > Audio > Sound Playback** and change the default setting from your Savi headset to your PC speakers. Click "OK" to confirm your change.

**For Windows Vista and Windows 7 systems**

- Go to **Start > Control Panel > Sounds > Playback** and change the default setting from your Savi headset to your PC speakers. Click "OK" to confirm your change.

**For Mac OS X**

- Choose Apple menu > System Preferences and click Sound.
- Click Output, and then select "Internal Speakers" or your speaker choice.

---

No audio connection to PC.

Unplug USB and power cables from base. Reconnect power cable first. Wait for power LED to illuminate, then re-connect USB cable. Quit and then re-start your PC audio or softphone application.

---

# Support

## NEED MORE HELP?

[plantronics.com/support](https://plantronics.com/support)

**Plantronics, Inc.**

345 Encinal Street  
Santa Cruz, CA 95060  
United States

**Plantronics B.V.**

Scorpius 171  
2132 LR Hoofddorp  
Netherlands

© 2020 Plantronics, Inc. All rights reserved. Poly and the propeller design are trademarks of Plantronics, Inc. The Bluetooth word mark and logos are registered trademarks owned by Bluetooth, SIG, Inc. and any use of such marks by Plantronics, Inc. is under license. All other trademarks are the property of their respective owners.

214488-06 (06.20)